

STATINTL all mail for north left in shop by P.O. -

[redacted] man breaks down & distributes by envelope address. P.O. not included L mail.

STATINTL Includes internal & external mail. *[redacted]* girls

opens all mail (mail, tele & mail clerk - 1 incoming & 1 outgoing) also ~~also~~ distributes internal

north personal mail. Sort boxes: ^{Boxes} 100.

STATINTL 1000 (chief Dept. ^{Permanent}) girl in 100 breaks down to individuals

[redacted] shop writes individual names on file & mail. Sends new appl. to conference.

STATINTL *[redacted]* routing there to screening

STATINTL *[redacted]* 107 & 112 have

[central index of employees on duty, past & present, including applicants. applicants 107. Or Dy 112]

my folder or 107 index changed totally 3/29/51

now inbound logs in New Council, admin & other type of mail but not on straight applicants.

outbound: folders & records not sent. # assigned

just as couriers ship & log out. Assemble mail

according to destination. 17 folders of central cards

no such work as folders out

no follow up here. Follow up kept in each placement office (3 day limitation)

all memos logged out:

From Subject Destination

[Applicant folders set up upon receipt of slightest piece of mail. Some folders could be eliminated by limiting folders to real applicants.]

why not set up alpha index of known appl. files so references can be made. 3 or 4 sets in attn. Cards also added to each set.

Short on cards at present time. These cards show "Registration" for agent. Saw about

"Count" [37-3 - If empty EOD, folder does not return to 107] Buck slips

& trash in folders. much illegible forms needs attention.

All incoming mail time stamped. Outgoing is not.

Personnel procedures analysts making
changes during course of our security
will wreck the job

STATINTL

 - Count Doyle

STATINTL

memo 16 June

- a. Procedures & time for case processing —
back origin office & personnel.
- b. Time & procedures for promotion processing.
- c. Time & procedures for security clearance.
- d. Appointing calling of cleared individuals
to report to duty.

Result:

Examination of procedures for processing personnel
app. - clear.